

The National Furniture Center Supplier Resource Guide



The National Furniture Center (NFC) is committed to forming a winning partnership with our commercial partners. Together, we have a long history of providing quality products and exceptional customer service.

Please fill out the following information, and fax it to the National Furniture Center. This information will be used to update the marketing database in order to inform you of government-related trade shows, events, and potential opportunities. Attention: Jennifer Marzouk, Fax: 703-605-9277.

Company Name _____

Contract Number _____

Contract Expiration Date _____

GSA Contract Specialist _____

Company Contracting POC _____

Phone _____

Email _____

Company Marketing POC _____

Phone _____

Email _____

Schedule #	Sin#	% Price Discount

*If more space is needed, please include another page

NFC Mailing Address:

Attn: Jennifer Marzouk
GSA, National Furniture Center
2200 Crystal Drive
5th Floor
Arlington, VA 22202



Dear Commercial Partner:

Congratulations on receiving your Multiple Award Schedule contract from GSA's National Furniture Center (NFC). This contract creates unique opportunities to sell products and services to the Federal Government. As a new commercial partner, we will work closely with you to provide the advice and tools necessary to establish a successful partnership with GSA and our many customers.

The National Furniture Center prides itself in offering the largest selection of furniture and furnishing products and services available from one source. In teaming with our commercial partners, the NFC provides a one-stop shopping experience for all furniture and furnishing solutions and office-related equipment. The NFC continues to be the Government's preferred source of commercial products and services, offering the best value to our Federal Government customers while working with them to consistently meet their requirements.

This Supplier Resource Guide will prove to be a great reference manual as you begin your partnership with us. It offers a wealth of information and should be useful as you explore opportunities within the Federal Government. We look forward to forming a winning partnership with you and continuing our long history of thrilling Federal customers. If I can be of any assistance along the way, please feel free to call me at 703-605-9300.

Sincerely,

James "Skip" Duncan
Director
GSA, National Furniture Center

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welcome

GSA is the business manager and purchasing agent for the world's largest customer – the U.S. Government. It is the mission of GSA to provide leadership, through guiding principles and operating programs, to ensure that the Federal Government's requirements for personal property and administrative services are efficiently met, all at the least cost to the taxpayer.

GSA provides Federal agencies billions of dollars worth of support in supply and procurement, fleet management, personal property disposal, and travel and transportation services. By combining the Government's buying power with GSA's professional expertise, substantial savings are ensured for our customers and ultimately the taxpayer.

1. BUSINESS LINES

Travel and Transportation

Travel services include negotiated airline contracts, travel agency services, hotel and motel discounts, and a travel expense payment system. Transportation services provide for the efficient and economical movement of parcels, freight, and household goods for Federal agencies and their employees.



GSA is the business manager and purchasing agent for the world's largest customer — the U.S. Government.

Vehicle Acquisition and Leasing Services

GSA Fleet provides vehicle services to Federal agencies, offering a modern fleet and timely replacement of vehicles, lower lease costs, professional maintenance management and a selection of alternative-fuel vehicles.

Personal Property

GSA directs and coordinates a nationwide property management program under which Federal personal property no longer required by agencies is transferred to other agencies, donated to eligible recipients, or disposed of through competitive public sales. The goal is to maximize the use of Government-owned property and thereby maximize the investment.

Supply and Procurement

The products and services we offer to Federal agencies run the gamut: office equipment and supplies, laboratory equipment, paint, tools, ADP equipment and software, copiers, furniture, vehicles and an

array of service contracts for such things as charge cards and financial management services. These products and services are provided through the Multiple Award Schedules Program (MAS), the Stock and Special Order Programs, consolidated purchases and other contracting programs.

2. PROCUREMENT VEHICLES

GSA Global Supply
www.GSAGlobalsupply.gsa.gov

GSA Global Supply is the trusted and reliable supply system providing a vast selection of supplies for government customers anywhere in the world. Customers can order products at any time and are guaranteed full compliance with government acquisition policies and socio-economic regulations, regardless of quantity. This Government to Government (G2G) systems provide fast, easy ordering and accountability from delivery to billing.



Special Order Program (SOP)

GSA arranges for the purchase and delivery of recurring commercial supply and equipment requirements that are more economical to support through supplier direct deliveries. These items are not available in the Stock or Schedules Programs. Traditionally, this has included products like vehicles, appliances and furniture. SOP is a buy on demand commercial buying service for ordering activities where agencies place orders with GSA and the products are shipped directly to the customer by the supplier.

Federal Supply Schedules Program

Under the Multiple Award Schedules Program, GSA enters into negotiated contracts with commercial firms to provide supplies and services at stated prices for given periods of time. Orders are placed directly with the schedule contractor, and deliveries are made directly to the customer. All ordering activities, large or small, even those in remote locations, are provided with the same services, convenience and pricing. Detailed information regarding the schedules program can be found on page 31.

3. REGIONS

FSS is sub-divided into regions. Each region is responsible for fulfilling GSA's mission and promoting each business line within the designated geographic area. This gives FSS the ability to focus on specific customers and tailor marketing efforts to meet regional concerns. Each regional office operates and markets each business line differently. See map of regions on the following page.

Region 1

New England

CT, ME, MA, NH, RI, VT

Region 2

Northeast and Caribbean

NJ, NY, PR, VI

Region 3

Mid-Atlantic

PA, WV, DE, VA, MD, DC, Europe

Region 4

Southeast Sunbelt

AL, FL, GA, KY, MS, NC, SC, TN

Region 5

Great Lakes

IL, IN, MI, MN, WI

Region 6

Heartland

IA, KS, MO, NE

Region 7

Greater Southwest

AR, LA, NM, OK, TX

Region 8

Rocky Mountain

CO, MT, ND, SD, UT, WY

Region 9

Pacific Rim

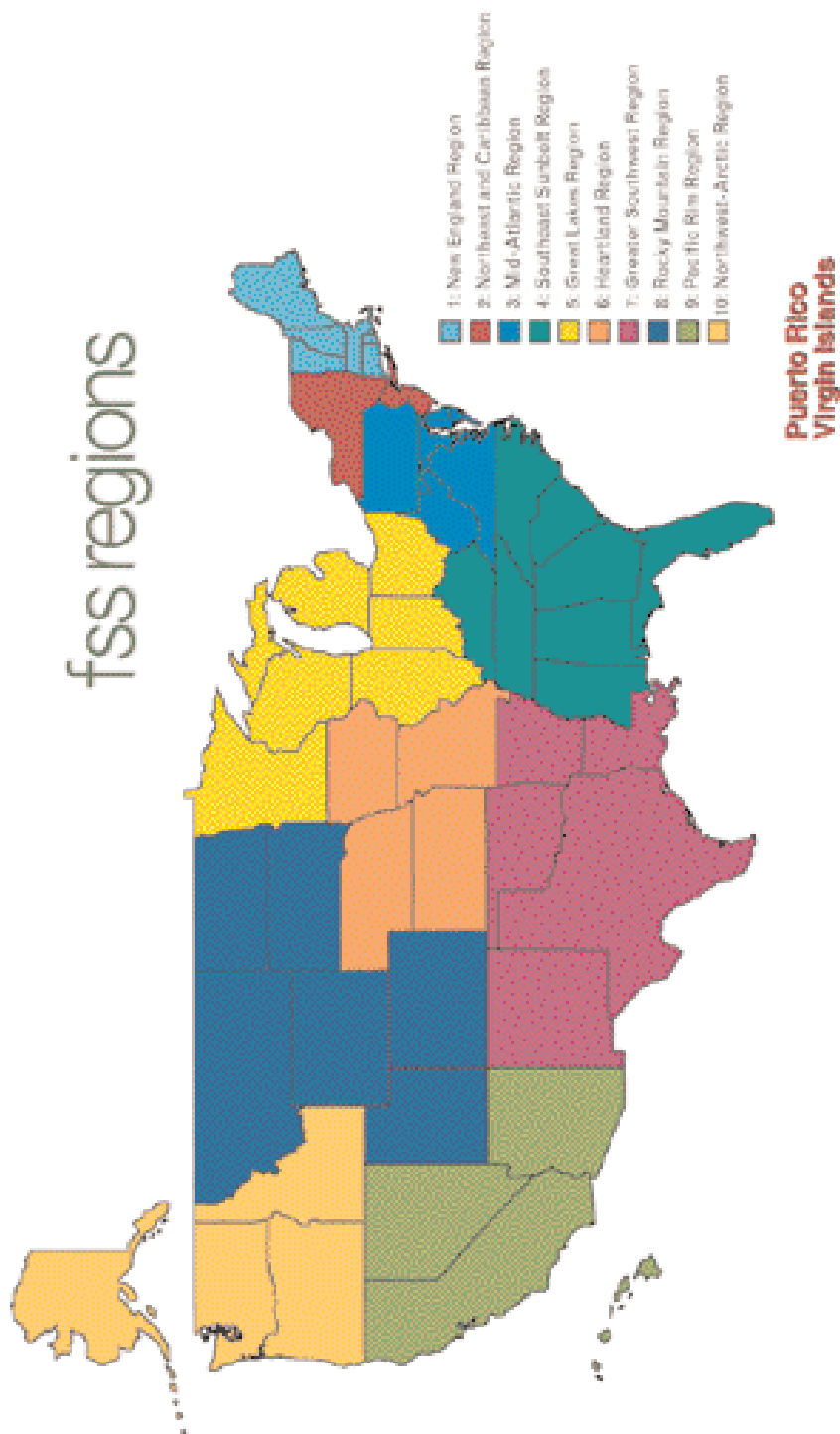
AZ, CA, HI, NV, Pacific

Region 10

Northwest/Arctic

AK, ID, OR, WA

fss regions



4. ACQUISITION CENTERS

To streamline operations by providing uniformity, flexibility, and commodity expertise, GSA has organized its supply and procurement support functions into Acquisition Centers. Products and services purchased by the Government are assigned to specific centers for procurement and related supply functions including inventory management, engineering and order processing. A listing of acquisition center locations and the products/services they manage can be found below.

Acquisition Centers

National Furniture Center

Office and systems furniture, bachelor housing, healthcare rooms, student desks, security file cabinets, floor coverings, furnishings, audio/video equipment, security solutions and office equipment. Furniture related services such as project and assets management, reconfiguration/relocation management, furniture design/layout services, packaged environments and assets maintenance can also be provided. All of these products and services are provided for Federal agencies, Government-furnished housing and court facilities.

National Furniture Center (3FN)

2200 Crystal Drive, 5th Floor

Arlington, VA 22202

Phone: (703) 605-9300

Customer Service: (703) 605-9200

Information Technology (IT) Acquisition Center

Mainframe and minicomputer systems, microcomputer systems, used or refurbished IT equipment, telecommunications equipment, electronic commerce translation and mapping software, automated procurement systems, enhanced e-mail and Internet access.

IT Acquisition Center (FCI)

Phone: (703) 605-6333

General Products Center

Hardware and abrasives (except tools); household goods; materials/equipment for fiber optics, power distribution, heating, plumbing, safety and security; chemicals and chemical products, cleaning and polishing compounds, laundry detergents and toiletry products.

General Products Center (7FX)

819 Taylor Street

Fort Worth, TX 76102

Phone: (817) 978-4545

Office Supplies and Administrative Services Center

All types of office supplies
and devices.

Office Supplies and Administrative
Services Center (2FY)

26 Federal Plaza

New York, NY 10278

Phone: (212) 264-0479

Management Services Center

Provides contractor services for
management solutions through the
use of Multiple Award Schedules for
management, improvement and
organizational effectiveness serv-
ices, environmental advisory and
support services, laboratory serv-
ices and mail management services.

Management Services

Center (10FT)

400 15th Street, SW

Auburn, WA 98001

Phone: (253) 931-7900

Center for Facilities Maintenance and Hardware

Household appliances, lawn and
garden equipment, paints, sealants
and adhesives, industrial quality
hand tools (powered and non-
powered) for all U.S. Government
civilian agencies and military serv-
ices and for cost-reimbursable con-
tractors and foreign military

services of most-favored nations.

GSA Hardware Superstore (6FE)
1500 E. Bannister Road, Building #6
Kansas City, MO 64131

Phone: (816) 926-7315

DSN: (816) 465-7315

Services Acquisition Center

Debt collection, Government credit
cards, employee relocation, other
services and international contracts.

Services Acquisition Center (FCX)

2200 Crystal Drive, Suite 706

Arlington, VA 22202

Phone: (703) 605-2774

Office of Vehicle Acquisition and Leasing Services

Quality vehicle and fleet manage-
ment services with low prices and
economical lease rates.

Office of Vehicle Acquisition and
Leasing Services (FF)

2200 Crystal Drive, Suite 1006

Arlington, VA 22202

Phone: (703) 605-5500

5. NATIONAL FURNITURE CENTER (NFC)

WWW.GSA.GOV/FURNITURE

As the name implies, the National Furniture Center, is the furniture and furnishings contracting and purchasing arm within GSA. With more than 1,600 contracts in-house, we are able to partner with our commercial partners to fill orders for customers throughout the world. Our staff is comprised of experts in many specialties such as engineering, customer service, contracting and marketing, but we all share the same goal: To help our customers accomplish their missions. We succeed through the many programs and services we offer.

We serve all Executive, Legislative and Judicial branch agencies, including worldwide sales with the Department of Defense and Department of State customers. We are a Federal Government agency, but we function like a private business. We are industrially funded. This means we derive our operating funds through the Industrial Funding Fee (IFF). We earn our fees in conjunction with our suppliers' sales, not through the appropriation process. Because of this fact, we are constantly improving our

programs and continually adding new products and services to our schedules to meet the ever-expanding needs of our Federal customers.

Schedules

As part of an overall effort within GSA, the National Furniture Center began a program to review existing Multiple Award Schedules (MAS) to determine whether efficiencies could be made through merging. This consolidation allows suppliers to have all their items, intended for particular environments, under one contract and allows our customers the ability to purchase the furniture and furnishings they need with value and ease. All products and services offered through the NFC will fall under one of the following schedules. Some company's products may fall under more than one schedule — and our schedules list may grow!

Schedule Title

36	Office Imaging & Document Management Solutions
58-I	Professional Audio/Visual Telecommunications and Security Solutions
71-I	Office Furniture
71-II	Household and Quarters Furniture
71-II-H	Packaged Furniture
71-II-K	Comprehensive Furniture Management Services
71-III	Special Use Furniture
71-III-E	Miscellaneous Furniture
72-I-A	Floor Coverings
72-II	Furnishings

Competitive Advantage

The way the Schedule Program is designed, customers have the ability to place orders directly with the supplier. Being industrially funded, we must continually promote the competitive advantages of involving the NFC through the procurement process in order to fund our programs. The National Furniture Center's fee for services is customarily 5% of the project total and is assessed as a percentage of the total order. Some of the value-

added services include:

- Preparation and issuance of purchase orders
- Offering customer-based purchasing strategies
- Developing technical scopes of work
- Tracking orders and ensuring accountability
- Multi-year funding
- Performing project management
- Resolving contract disputes

The National Furniture Center has over 20 years of experience in procuring, coordinating and administering projects and a proven track record of successfully providing interior furnishing solutions for our customers around the world. We work closely with our customers to ensure total customer satisfaction and are committed to working in partnership with our customers to meet their requirements all the time.





Small Business Outreach Program

The National Furniture Center, consistent with its Congressional and Administrator mandates, extends a friendly helping hand to all sizes of businesses interested in doing business with the Government. We promote special outreach efforts to attract business in the following categories: small, disadvantaged, minority, women, veterans and HubZones. We develop dollar goals, set up tracking/reporting systems and set-aside contract business opportunities for small, 8a and HubZone categories. Several projects are reserved for small, 8a

and HubZones. Several examples highlight our high-priority outreach efforts to the small business community:

- Small business represents 75% of the NFC's active contractors
- Small businesses hold 62% of the purchase orders through our center
- Small business represents 40% of our total business volume

A full spectrum of business oriented training sessions, workshops, and conferences are available in conjunction with the Small Business Administration (SBA) covering all phases of "How" and "Where" to

search for and find business opportunities with the Federal Government. For more information on the National Furniture Center's Small Business Outreach Program, please call (703) 605-9239. Regional Small Business Centers can be found in the Appendix.

Greening the Government

Executive Order 13101, dated September 14, 1998, titled "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition," requires that executive agencies incorporate waste prevention and recycling into the agency's daily operations and work to increase and expand markets for recovered materials through greater Federal Government preference programs and demand for such products.

Evergreen Program

In support of Executive Order 13101, the National Furniture Center has established the Evergreen Program. This program has been developed to assist our customers in identifying environmentally preferable products currently on GSA's National Furniture Center's schedule. Those products identified as being environmentally prefer-

able will be included in the program and promoted to the Federal Agencies. Environmentally-conscious business partners wishing to participate are encouraged to submit their current schedule products for consideration. The following environmental objectives will be considered when evaluating requests for inclusion in the Evergreen Program:

1. Products and services considered environmentally preferable (based on EPA-issued guidance)
2. Products considered energy-efficient: i.e., products that are in the upper 25 percent of energy efficiency for all similar products, or products that are at least 10 percent more efficient than the minimum level that meets Federal standards (see Executive Order 12902, section 507)
3. The use of recovered materials
4. Life-cycle cost savings

Detailed information explaining how the product satisfies one of the objectives listed above must be provided. Submissions should clearly identify the individual products by current schedule, SIN, contract number, and a point of contact should further information be

required. If you have any questions regarding this program, please contact Caroline Wenstrup at (703) 605-9283.

Evergreen Award

The GSA's National Furniture Center invites environmentally conscious business partners to participate in its Evergreen Award program. This award has been developed to recognize efforts in recycling, affirmative procurement, and waste reduction that can set an example for other NFC business partners to follow. The NFC will present three Evergreen Awards annually - furniture, furnishings, and technology & electronics. Five of the categories considered in evaluating nominations are:

1. Waste Prevention

This category recognizes reductions in the generation of wastes through any change in the design, manufacturing, or use of materials or products; and/or the amount of toxicity in waste materials prior to recycling, treatment or disposal.

2. Recycling

This category recognizes outstanding activities, including outreach, collection, separation and processing by which products or other materials are recovered from the waste stream for use in the new products (other than fuel for producing heat or power by combustion).

3. Affirmative Procurement

This category recognizes the most effective and innovative programs implemented for the purchase and use of recovered materials.

4. Environmental Preferability

This category recognizes the best examples of acquiring, using, or validating products or services that have a reduced impact on human health and the environment when compared with competing products or services that serve the same purpose. For example, an outstanding improvement to a process that resulted in significant monetary savings and benefit to the environment; product testing that led to the approval and use of environmentally preferable or sound products and services.

Orders can be placed directly with the schedule contractor, and deliveries are made directly to the customer.

5. Model Facility

This category recognizes an outstanding contribution to waste prevention, recycling and affirmative procurement through leadership, investment in resources and change in culture.

Firms interested in being considered for the Evergreen award should submit a nomination package describing the positive changes that have been made relative to the categories listed above. Be sure to include the company's name, address, a point of contact, telephone and fax number and Website. Applications should be sent to:

GSA National Furniture Center
ATTN: Caroline Wenstrup (3FNM),
2200 Crystal Drive, Suite 506,
Arlington, VA 22202.

If you have any questions, call Caroline Wenstrup at (703) 605-9283 or by E-mail at caroline.wenstrup@gsa.gov.

Business Development

The National Furniture Center's ability to work closely with our commercial partners is based on the free flowing exchange of information. We continually keep a database of company information, as well as point of contact information. To ensure that we keep providing accurate information to the proper individuals, we ask that you continually up-date information with our Business Development Division. Please email jennifer.marzouk@gsa.gov with your contact information so we can continually communicate with you with updates.

The Business Development Division creates brochures and various other marketing tools to promote our programs and the variety of products and services available under the Schedules Program. We encourage our commercial partners to incorporate these materials into their marketing strategies to maximize efforts and potential. For copies of our latest brochures, please visit our website at

www.gsa.gov/furniture or call the Centralized Mailing List Service (CMLS) at (817)334-5215 for copies of the publication.

6. ACRONYMS

The NFC encourages you to review and utilize the following listing of acronyms. Although the listing is not all-inclusive, it reflects a portion of the Government's vernacular and will be seen throughout this guide.

AC	Assistant Commissioner
ACQ	Acquisition Center
BPA	Blanket Purchase Agreement
BVD	Best Value Determination
CMLS	Centralized Mailing List Service
CSD	Customer Service Director
CSP	Commercial Sales Practices
COC	Certificate of Competency
DOA	Date of Award
EPA	Economic Price Adjustment
EDI	Electronic Data Interchange
EPS	Electronic Posting System
FAR	Federal Acquisition Regulation

FSC	Federal Supply Class
GSA	General Services Administration
GSAR	General Services Administration Acquisition Regulation
IDIQ	Indefinite Delivery, Indefinite Quantity Contracts
IFF	Industrial Funding Fee
INP	Introduction of New Products
MIPR	Military Interdepartmental Purchase Request
MAS	Multiple Award Schedule
MO	Maximum Order Threshold
RFQ	Request for Proposal
SIN	Special Item Number
SBA	Small Business Administration
SBC	Small Business Centers
SBOP	Small Business Outreach Program
SBSA	Small Business Set-Aside
SBTA	Small Business Technical Advisor
SOP	Special Order Program
SOW	Statement of Work

getting started

1. UNDERSTANDING ACQUISITION PROCEDURES

In an effort to minimize confusion and achieve the greatest success, An explanation of Federal purchasing procedures and policies can be found in the following paragraphs.

Under the GSA Schedules Program: prices have been negotiated and determined to be fair and reasonable by comparing the price or discounts that your company offers the Government with the price or

discounts that you offer your most-favored customer. Because GSA has performed these acquisition tasks, the Federal customers may, if they choose to do so, fulfill requirements by making a best value determination for the product or service they are procuring rather than base a buying decision only on price. Below are procurement regulations all Federal customers must following according to the Federal Acquisition Regulations (FAR).



Ordering Procedures

Services Requiring a Statement of Work

Under the \$2500 micro-purchase threshold

Customers place orders directly with the supplier that best meets their needs.

More than the \$2500 micro-purchase threshold

Customers prepare Statement of Work (SOW).

They send their Request for Quote (RFQ) and their SOW to at least three schedule suppliers.

They evaluate and make a Best Value selection.

More than the maximum order (MO) threshold

Customers prepare a Statement of Work (SOW).

They send their Request for Quote (RFQ) and their SOW to at least three schedule suppliers
AND seek price reductions.

They evaluate and make a Best Value selection.

Documentation

At a minimum, document orders by identifying the services purchased, the Schedule contractor from which the services were purchased, and the amount paid.

If other than a firm-fixed priced order is placed, include the basis for the determination to use a labor-hour or time-and-materials order.

For agency requirements over the micro-purchase threshold, document the evaluation of Schedule contractors' quotes that formed the basis for selecting the contractor who received the order and the rationale for any trade-offs made in making the selection.

Services and Products, NO Statement of Work Required

Under the \$2500 micro-purchase threshold

Customers place orders directly with the supplier that best meets their needs.

More than the \$2500 micro-purchase threshold

Review the GSA **Advantage!**® On-line electronic ordering system, then make a Best Value selection
or
Review at least three (3) schedule suppliers' pricelists.

If they choose to consider other criteria along with price, they evaluate and make a Best Value selection.

More than the maximum order (MO) threshold

Follow the procedures for orders over \$2500.

They review additional price lists.

Seek price reductions from schedule suppliers meeting what they determine to be Best Value.

They place their orders with the schedule supplier offering the Best Value.

Documentation

Minimum documentation is generally all that is required (e.g., contractor's name, item purchased, price paid).

Additional documentation is necessary when your requirement is defined to a particular brand name and only for orders over the micro-purchase threshold.

Best Value Decision

Federal Acquisition Regulations (FAR) require customers to make a Best Value Determination when placing orders above the micro-purchase threshold (\$2500). The Government is no longer required to award procurements only based on low prices. The customers' definition of "Best Value" can be based on a variety of factors. When customers place their orders through the National Furniture Center, a completed copy of the Best Value Recommendation (BVR) guidelines sheet must accompany the order. A copy of the BVR sheet that lists a sample of factors customers may use to determine best value and meet the acquisition regulations, can be found in the Appendix.

Government Purchase Card

For schedule sales, the supplier must accept the Governmentwide commercial purchase card for payments equal to or less than the micro-purchase threshold (\$2500) for oral or written orders under their contract. The National Furniture Center strongly encourages our commercial partners to accept the card for purchases over the micro-purchase threshold, however at this time it is not mandatory. If a supplier decides not to accept the card for orders over the micro-purchase limit they must advise the customer within 24 hours of receipt of the order.



2. UNDERSTANDING YOUR CONTRACT

Contract Award Tips

Read and understand all parts of the contract.

The contract sets forth your obligations and rights, and protects you and the customer agency. Each sentence is significant because it covers a specific requirement.

Comply with specifications.

The specifications or scope of work precisely describe the properties of materials, the dimensions, quality, and reliability levels, as well as other characteristics required.

Consult your contracting officer.

Any questions about the contract terms and delivery should be raised with the contracting officer.

Get it in writing.

If the contracting officer orders changes, make sure they are well documented.

Know the payment procedure.

Check the contract's instructions for submitting invoices. If they are unclear or incomplete, call the contracting officer immediately. Follow billing instructions carefully.

Bill the Government accurately.

Government regulations that protect you as a taxpayer, require you as a contractor to submit a bill that is accurate in all respects. Put the accounting control transaction (ACT) number and the order or contract number on the invoice. Errors in billing can delay your contract payments.

Make sure your accounting system meets Government requirements.

This is especially important when the contract permits price revisions based on costs.

Maintain careful records.

Keep all pertinent documents and case histories, whether required by contract or not.

Deliver on schedule.

Observe all time requirements.

Contract Performance and Completion

For satisfactory contract performance, you must understand the requirements of your contract and follow all procedures and instructions carefully. A supplier's records of performance become an important part of a contract file. Other contracting officers will note rejections, late deliveries, and other delays of performance as they review records to determine the responsibility and eligibility of firms for future contracts. If your company's performance is satisfactory and quality products and services are delivered, there will be more opportunities for future business with the Federal Government.

Performance Review

Contracting officers continually review the performance of our commercial partners by monitoring contract performance and inspecting the products or services supplied. The contracting officer will call any deficiencies in performance to the attention of the supplier and will work with them to resolve the problems.

If corrections are not possible, the Government may assess deductions in accordance with the deduction clause of your contract, may terminate the contract for unacceptable performance or may obtain the products or services from another supplier. A commercial partner whose contract is terminated for default may be required to pay any additional costs incurred by the Government as a result of the default termination.

Suppliers who default may also be prohibited from doing business with the Federal Government and be included in GSA's "List of Parties Excluded from Federal Procurement or Non-procurement Programs." This monthly publication lists business firms and individuals excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and non-financial assistance. It is sold through the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Review copies are available in GSA's regional Small Business Centers and public libraries. Additional information can be found at: <http://epls.arnet.gov>.



Contract Appeals

The Government tries to resolve all contractual disagreements by mutual agreement. However, sometimes a satisfactory resolution can't be reached, and the contracting officer must impose a final decision. In those cases, the supplier may appeal the final decision.

Reporting Sales and the IFF

Every MAS supplier must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of all sales under their contract by calendar quarter (i.e., January-March, April-June, July-September and October-December). The dollar value of a sale is the price paid by the schedule user for products and services on a schedule contract task or delivery order, as recorded by the supplier. The reported contract sales value must include the Industrial Funding Fee (IFF). The supplier must report the quarterly dollar value of sales on electronic GSA Form 72A, Contractor's Report of Sales, to the FSS Vendor Support Center (VSC) Website at Internet, <http://VSC.gsa.gov>. The supplier must report sales separately for each National Stock Number (NSN), Special Item Number (SIN),

or sub-item. If no sales occur, the supplier must show zero on the report for each separate NSN, SIN or sub-item.

Customer agencies pay this fee when they purchase items from a GSA supplier with a contract containing industrial funding provisions. The fee is included in the price of the item and is not a separate line item; therefore, the award prices or discounts that appear in suppliers' price-lists already include the fee. The supplier must remit the IFF in U.S. dollars within 30 days after the end of each quarterly reporting period as established in the contract. The IFF equals .75% (3/4 percent) of total quarterly sales reported. This fee reimburses GSA for the costs of operating the Multiple Awards Schedules Program and recoups its operating costs from ordering activities.

The supplier can pay the IFF amount due by check, or electronic funds transfer through the Automated Clearing House (ACH), to the "General Services Administration." If the payment involves multiple SIN's or contracts, the supplier may consolidate the IFF into one

payment. To ensure that the payment is credited properly, the supplier must identify the check or electronic transmission as an "Industrial Funding Fee" and include the following information: contract number(s); report amount(s); and report period(s). If the supplier makes payment by check, provide this information on either the check, check stub or other remittance material. Suppliers who do not report their IFF promptly and accurately within the applicable reporting period, may have their contract terminated or canceled under the termination provisions of the contract.

3. E-COMMERCE

GSA Advantage![®]
www.gsaadvantage.gsa.gov

GSA Advantage![®] is a World WideWeb online, electronic ordering system that allows ordering activities to search through all GSA sources of supply and select the item that is the best value for their requirements, without having to know any complex paper forms or logistics system. The system offers more than 5 million products and services supplied through the GSA Stock and Special Order Programs, the Customer Supply Centers, and the Multiple Award Schedule Programs. Every schedule contract holder is represented through either a product or service listing or through a text description of the company's offerings.

GSA Advantage![®] allows customers to search for items using keywords, part numbers, National Stock Numbers, supplier names, contract numbers, etc. They can also compare features, prices, and delivery options, as well as view their order history to track status, reorder or even cancel an order. With the ease of on-line ordering, Federal agencies are turning to **GSA Advantage!**[®] to accomplish their procurement objectives.



After a contract is awarded, suppliers will be provided with guidelines for submitting electronic contract data in prescribed electronic form as required by clause 552.238-74, Submission and Distribution of authorized GSA Schedule Price lists. Participation is mandatory as we have been challenged to employ electronic commerce and to simplify the acquisition process in the Federal Government. All Schedule contract holders have 60 days from the date their contract is awarded to submit their data to GSA **Advantage!**®. The guidelines contain information covering the submission of schedule catalog data and how to include the products covered under your contract.

Benefits for Vendors:

- Offers quick and easy identification of items
- Increases potential for strong sales
- Provides instant visibility and the ability to broadcast price changes easily
- Reduces catalog printing and mailing costs

There are two mechanisms available in order to submit contract and product data for inclusion in GSA **Advantage!**®.

1. Electronic Data Interchange (EDI). ANSI ASC X12 832 and 864 transaction sets;
2. Schedule Input Program (SIP). For those contractors who are not yet EDI capable, a Windows based program which operates in either a Windows 95 or Windows 3.1/3.11 environment and be provided on diskettes

e-Buy
www.ebuy.gsa.gov

e-Buy is an Internet-Based electronic Requests For Quotes (RFQ) solution designed to facilitate the request for and submission of quotes for a wide range of commercial products and services that are offered by GSA Multiple Award Schedule contractors on GSA **Advantage!**®.

e-Buy allows Federal agencies (buyers) to maximize their buying power by leveraging the power of the Internet to increase schedule contractor participation in order to obtain quotes which will result in a best value purchase decision. e-Buy will provide agencies with a tool that will result in savings of both time and money. Through e-Buy, schedule suppliers (sellers) will have greater opportunity to offer

quotes and increase business volume for products and services provided under their schedule contract. e-Buy will also provide suppliers with valuable market information.

Using the e-Buy system, buyers may prepare and post an RFQ for specific products and services for a designated period of time. Once posted, GSA **Advantage!**® schedule suppliers will receive an e-mail notice informing them that an RFQ has been posted and a quote is requested.

Each RFQ is assigned a category (i.e. office supplies/paper) by the buyer. The category assignment determines which suppliers will receive the e-mail notice.

GSA **Advantage!**® suppliers must pre-select the categories they wish to receive RFQ notices for. Suppliers who wish to quote must do so at the e-Buy website. Only those who are currently listed under the GSA **Advantage!**® online shopping system will have the opportunity to participate in e-Buy and receive the RFQs.

Once the RFQ has closed, buyers may then accept the quote(s) which represent the best value. Buyers may then issue an order to any supplier whose quote was accepted.



More about buyers:

Buyers who have an account on GSA **Advantage!**® are automatically registered for e-Buy. Buyers must login through GSA **Advantage!**® to use e-Buy. Buyers who shop GSA **Advantage!**® may also designate specific products and services in their shopping cart to be posted to e-Buy for quotes prior to purchase. Buyers may attach any documents (such as a Statement of Work) to their RFQ. This is especially useful for services.

More about sellers:

Only schedule suppliers who have their catalog posted to GSA **Advantage!**® are eligible to submit quotes through e-Buy. Suppliers must enroll and log in at the Vendor Support Center to use e-Buy. Suppliers must indicate those product or service categories they wish to receive quotes for. A supplier's quote is not visible to other bidders. Only the buyer can view supplier names and quotes. Suppliers may include an attachment with their quote, but may not include open market items. They may also contact the buyer via e-mail if clarification is needed.



For questions or more information about e-Buy or GSA **Advantage!**®, please call 1-877-472-3777 or via e-mail at gsa.advantage@gsa.gov.

A Vendor Support Center (VSC) has been established by GSA to assist suppliers in preparing and submitting their electronic catalog data for GSA **Advantage!**® and to assist in reporting their sales and the IFF. Although the primary focus of the VSC is the support of non-Electronic Data Interchange (EDI) vendors using the SIP, it is also an important resource for EDI compliant vendors. The VSC maintains a staff of personnel ready to assist you. The VSC also maintains a system much like an on-line bulletin board which allows you to download the latest versions of the Look-up Tables, SIP software, EDI Transaction Set samples, 72A reporting sheets, etc. Vendors having a VSC account have full access to the VSC System. For account information or general questions, please call toll free (877) 495-4849, (M-F 8:00-6:00PM EST), or FAX (703) 734-7808, or visit them on the web at <http://vsc.gsa.gov>.



multiple award schedules program

The Multiple Award Schedules Program closely mirrors commercial buying practices. It provides customer agencies with literally millions of state-of-the-art, high-quality commercial products and services at volume discount pricing on a direct delivery basis. Customers place orders directly with vendors. All agencies, large or small, even those in remote locations, are provided with the same services, convenience and pricing. The MAS Program also offers the benefits of shorter lead-times, lower administrative costs and reduced inventories.



Multiple Award Schedules (MAS)

The Federal Acquisition Streamlining Act of 1994 and the Federal Acquisition Reform Act of 1996 (renamed the Clinger-Cohen Act) touched upon virtually every aspect of the solicitation and award process from synopsis to debriefing. These statutory provisions have, among other things, institutionalized the preference for the use of commercial products and commercial practices in Government contracting.

GSA awards and administers the MAS Program pursuant to Section 201 of the Federal Property Administrative Services Act of 1949.

Under this program, GSA enters into Governmentwide contracts with commercial firms to provide more than 4 million commercial off-the-shelf products and services, at stated prices, for given periods of time. Ordering, shipping, billing and payment relationships are between the agencies and the contractors.

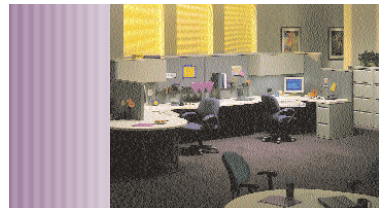
Under MAS contracts, GSA awards contracts to multiple companies supplying comparable services and products, at varying prices. Historically, the program has not used Government specifications or purchase descriptions to support the acquisition methodology. Thus, they provide customer agencies with the variety and flexibility necessary to select the item that best meets their needs at the lowest overall cost. Awards are made based on commercial product descriptions.

MAS contracts are competitive in that: participation in the program has been open to all responsible sources; and orders placed following the procedures in FAR 8.404 result in the lowest overall cost alternative to meet the needs of the Government

As a MAS contractor, you will be required to prepare and distribute a catalog and/or price list for customers to use in placing orders. Also, contractors must provide electronic files to allow agencies to order electronically through **GSA Advantage!®**.

1. ADVANTAGES OF THE MULTIPLE AWARD SCHEDULES

- Program similar to commercial catalog business
- Prices compete favorably with wholesale outlets
- 100% Commercial – products, warranty, and delivery
- Volume Discount Pricing
- Single Awards for well defined requirements
- Multiple Award for varying requirements
- Easy vehicle for selling to the Federal Government
- Ordering activities are NOT required to synopsise orders in FedBizOpps when purchasing from these established contracts
- Prices have been determined to be fair and reasonable
- Government purchase card(s) may be used
- New products continually introduced into the system
- No order limitations
- Easy ordering
- Teaming Arrangements
- Blanket Purchase Agreements (BPA) provisions
- Products are exposed to a vast number of ordering activities for contract periods exceeding five years
- Shorter lead times, lower administrative costs, and reduced inventories
- Extremely effective procurement method to satisfy the Government's widely diverse requirements with simple administrative processes
- Direct relationship between the contractor and the ordering activity
- Special discounts can be given to individual customers without passing it to all Government agencies
- Orders for \$2500 or less can be placed with any GSA Multiple Award Schedule contractor
- Count toward agency socio-economic goals



We help our customers accomplish their missions.

2. ORDERING PROCEDURES

Generally, each schedule lists the brand names of items awarded by Special Item Number (SIN) in the “Supplies and Services” section. The “contractor” section of the schedule contains the contractor’s name, address, telephone number, business size, contract number and contract effective date.

After award of an MAS contract agencies select the contractor that will satisfy their needs using the ordering instructions of FAR 8.404. For more detail, see page 20.

- Under \$2500, agencies may order the item that best meets their needs from any Schedule contractor.
- More than \$2500 agencies may search for items using GSA’s online shopping service, **GSA Advantage!**[®], or by reviewing three price lists. Ordering activities select a contractor by making a best value determination (price and other factors considered).

- For requirements over the Maximum Order threshold (MO), ordering activities must review additional Schedule price lists or products and prices contained in GSA’s automated information and ordering system, **GSA Advantage!**[®].
- Ordering activities may also request additional price reductions from Schedule contractor(s) appearing to provide a best value, and make a best value determination prior to placing an order.
- When determining best value, ordering activities may consider: special features required of the supply or service; trade-ins; warranty; maintenance; past performance, etc. Minimum documentation is required. (Please refer to the NFC’s Best Value Recommendation sheet).

3. UNDERSTANDING SCHEDULES

MAS is not just an IDIQ contract – it is a powerful solution. Just as ordering agencies have been provided information and guidance on the use and benefits of the Schedules Program, concerns still exist on the actual acquisition process for Schedule contracts. To help you understand the processes involved in awarding a contract, a step-by-step approach is explained below.

Step 1. Offers are solicited from prospective businesses for numerous pre-existing Schedules. Offers can be submitted at any time. Solicitations are refreshed and updated as contract clauses are changed.

GSA allows the expansion of all Schedules by adding new items and new technology on a continuous basis. During the planning stages, acquisition plans/market research is updated. Subsequently, notices issued for basic solicitations are logged into FedBizOps.

GSA conducts market research and submits pre-solicitation notices/synopsis. Also pre-proposal conferences are held with industry and customers. Solicitations are then electronically posted.

Step 2. After offers are received from suppliers, each individual offer is evaluated separately on its own merit. Customer agencies provide suppliers opportunities to submit additional information when deficiencies exist. Discussions are also held with suppliers whose offers are deficient in order to bring them in line for award.

During the evaluation process, the contracting office also works closely with the small business representatives to review and evaluate vendor data. Historical data is reviewed, including current information on other current contracts; and information gained through market research.



Discount practices are examined and evaluated. Contracting Officers identify "most favored customer pricing" and prepare negotiations. A price analysis is performed where prices are determined to be fair and reasonable based on historical data, sales information provided and other market research techniques. Full disclosure is encouraged.

Consistent with the method used for award, Contracting Officers use a designated customer to keep our

pricing current throughout the life of the contract. The price reduction clause is based, in part, on the same customer (or category of customers) that was used for the basis of negotiations.

The goal of the price reduction clause is "to maintain the relationship between the Government and the supplier's customers or category of customers upon which the Schedule contract was predicated for the contract period."



The goal of the price reduction clause is to maintain contract prices with current market pricing; not necessarily to make the Schedule price the lowest price throughout the contract period.

Step 3. Negotiations are then conducted; and proposal revisions (replaces “Best and Final Offers.” See Final – FAR 15.307) submitted by the prospective contractor. Prior to award, a responsibility determination with regard to financial capability and plant facility is made. No benchmarks are used in the review of offers. In those instances where the offer is from a small concern and a non-responsibility determination has been made, a Certificate of Competency (COC) is prepared.

Step 4. Award Determination is made based on both technical acceptability and price.

Step 5. Contractor notification includes a completed SF 1449 reflecting discount, terms and conditions of award.

4. FEATURES OF THE MULTIPLE AWARD SCHEDULES PROGRAM

The Federal Government buys, on the commercial market, the same services and products used by the general public. GSA has radically restructured the MAS program ordering procedures. These changes were initiated in large part by the National Performance Review (NPR). The NPR challenged Government to work better and cost less. The changes were fueled by customer demands for choice, simplicity, commercial quality products and services and the latest technology.

Multiple Awards Schedule Contracts are competitive. Orders that are placed following the procedures in FAR 8.404, result in the lowest overall cost alternative to meet the needs of the Government. MAS Contracts possess many features, identified on pages 38-44.

Contractor Team Arrangements

MAS contractors may use “Contractor Team Arrangements” to provide solutions when responding to an ordering activities’ requirement. MAS vendors themselves can formulate such arrangements and offer such a solution to a customer. GSA is not required to approve such actions. The only requirement is that all participants in a teaming arrangement be Schedule contractors.

When using a Team Arrangement under the MAS Program, just as any other order, it is considered to be a competitive procedure (FAR 6.102(d)(3)). In fact, the use of Team Arrangements may increase competition among the Schedule contractors and offer additional opportunities to contractors that would not be able to handle some of these requirements on their own.

The following are some basic points to keep in mind if you are contacted by a customer interested in a Team Arrangement:

1. Team Arrangements are permitted when using MAS.
2. All participants of the Team Arrangement must have a MAS contract.
3. Schedule contractors may incorporate the Team Arrangement into a BPA.
4. Ordering activities should follow FAR 9.6 when using Team Arrangements.
5. Ordering activities must still follow FAR 8.4 and make a Best Value selection.

All terms and conditions of the existing MAS contracts still apply (such as reporting 72A sales, price increases, warranties, etc.). This also holds true under a BPA. The BPA should address the details, arrangements or administration of the Team Arrangements. However, all terms and conditions of the existing MAS contract cannot be changed/modified under this agreement (except as modified by the Schedule Contracting Officer).



A customer may feel that specific details need to be addressed in a Team Arrangement proposal. Conditions such as the requirement, evaluation criteria, technical determinations, pricing comparisons, etc., can affect the level of detail needed in the Team Arrangement proposal. For example:

A Team Arrangement solution may result in the combination of multiple suppliers providing items/products/services that are currently under Multiple Award Schedule contracts. The Teaming Arrangement's proposed solution may then be presented to the ordering activity as one overall price. Yet, the ordering activity may feel it is not advantageous to make a "best value" selection based on one "overall solution price." The ordering activity may determine that lacking a price for the individual elements for the "solution" circumvents a direct comparison with Schedule prices or other Team Arrangement proposals. In this case, an ordering activity could request Team Arrangement proposals to identify each Schedule item and the price of each individual element included in the proposed solution. Depending on the agency, the cus-

tomers may want to make arrangements to have contact with just one contractor, or all contractors – this is up to the individual ordering activity. Of course, there are many situations that may come up between the customer and the vendors using a Team Arrangement. There is no "blue print" version of a Teaming Arrangement.

Blanket Purchase Agreements (BPAs)

Purchases under a BPA with Schedule contractors do not have dollar limitations. Nor do individual purchase orders have to have dollar limitations. BPAs are accounts that customers establish with schedule contractors to fill reoccurring requirements. The contractor and agency can agree to administrative protocols within the scope of the contract to expedite ordering, payment and delivery.

BPAs have always been available under Schedule contracts. However, with the new Price Reductions clause and the removal of maximum order limitations, BPAs have become a powerful purchasing tool. Based on the potential volume of business that may be generated through such an agreement, contractors may be willing to offer the best

quantity/volume discounts available under their contract, regardless of the size of the individual orders. Agencies enter into BPAs after making the best value determination required by FAR 8.404.

Mandatory to Non-Mandatory

GSA schedules are a non-mandatory source of products and services. GSA seeks to be the provider of choice for customer agencies. Mandatory MAS contracts were previously “requirement contracts.” The current non-mandatory contracts are indefinite delivery, indefinite quantity contracts (IDIQ). The Government is obligated only for the guaranteed contract minimum. The Contractor is obligated to accept orders up to the maximum order threshold. The guaranteed minimum covers the entire period of contract performance.

Price Reductions

Schedule contractors are now allowed to offer one-time spot discounts from established Schedule contract prices (FAR 8.404(b)(3). The MAS price reduction clause requires that contractors reduce the Government's price when it reduces prices to their commercial customer that was the basis for award.

In October of 1994, a revised Price Reduction clause was introduced into all Multiple Award Schedule contracts. Previously, if a Schedule contractor reduced its price to one Government agency it was required to pass the reduction on to the entire Federal Government. The new clause now allows a Schedule contractor to give one Federal customer a discount without passing the discount on to the entire Federal Government. This provision in essence allows the contractor to offer, and the Government to take advantage of spot pricing similar to the commercial market.



Removal of the Maximum Order Limitations (MOL)

The MOL put a ceiling (usually a dollar amount) on the use of the Schedule contract per individual order. Schedule contracts no longer include MOL. Now, our contracts contain a Maximum Order (MO) threshold that acts as a trigger point for customers to seek additional price reductions for orders exceeding the threshold. When an order exceeds the MO, the contractor may:

- Offer a new lower price for this requirement or
- Offer the lowest price available under the contract; or
- Decline the order

In the past, the primary reason for an MOL was to assure that prices for large orders were reasonable. The need for an MOL to assure good prices on large orders is no longer necessary because of changes to the price reduction clause and the maximum order provision.

The new MO procedures allow MAS contractors to accept “any size” order. This change reduces the need to conduct duplicative and repetitive procurements for items already under contract.

New Technology

MAS vendors may add and delete products and services from their contracts as their commercial product lines evolve. This provision allows contractors to continually refresh technology offered through the Schedules Program.

Variable Contract Periods

New provisions for “standing solicitations” have been developed for use in the Schedules Program. Under the new standing solicitation provisions, MAS suppliers may submit offers at any time. Contracts may be awarded for a full five-year period, regardless of when they are submitted (hence the term “variable” contract period). Schedules operating under these new provisions will have no set expiration dates. Identical items may be awarded to more than one contractor.

This new arrangement will provide industry with continuous opportunity to participate in the Schedules Program. To date, nearly 70 of these solicitations have been issued, covering a broad spectrum of commodities ranging from fire-fighting and rescue equipment to information technology services and products.

The Schedules Program provides customer agencies with millions of state-of-the-art, high-quality commercial products and services at negotiated discount pricing on a direct delivery basis.

Acquisition Centers still have the option of issuing solicitations that provide for annual open seasons. Centers that elect to use annual open seasons for some solicitations may also use variable contract periods for others.

Continuous Open Season

All MAS contractors may add new items at any time during their contract periods under the Modifications clause that applies to all contracts. MAS suppliers have a continuous opportunity to submit new offers under standing solicitations.

Both these features provide GSA's customers with fast and convenient access to the latest products and services and afford contractors more opportunities to market to the Federal community.

Worldwide Coverage

GSA has expanded the scope of all Schedules from nationwide to worldwide. This expansion now provides our contractors with opportunities to increase their customer base, as well as facilitate international customer's use of the Schedules Program. When responding to solicitations, suppliers now have the choice of offering (1) worldwide (2) domestic or (3) non-domestic only delivery.

Purchase Card

Executive Order 12931 dated October 13, 1994, urged agencies to expand the use of the Government Purchase Card and to delegate micro-purchase authority to program officials rather than keeping it within procurement offices. The General Accounting Office found that using the Purchase Card cut agency procurement costs by as much as half. Based on GAO's findings and the fact that more



Schedule customers recognize the administrative and cost-saving features of the Government Purchase card, GSA now requires suppliers to accept the Purchase Card for orders at or below the micro-purchase threshold of \$2500 and strongly encourages acceptance for orders above \$2500. Schedule suppliers must accept all Government Purchase Cards and will be provided instructions where necessary for establishing accounts.

5. FOR MORE INFORMATION ON SCHEDULES

Center for Acquisition Excellence

The Center for Acquisition Excellence will help you structure commercial solutions under the MAS Program. Please visit them on the Web at www.fsstraining.gsa.gov

Schedules Information Center

The Schedules Information Center maintains a library of Multiple Award Schedule and authorized contractor catalog price lists. It is also a receiving point for customer and supplier questions regarding GSA supplies and services.

The Schedules Information Center is open between 8:00 AM - 6:00 PM. Please call 1-800-488-3111 Option #3 for assistance. Center personnel provide telephone assistance between 8:00AM - 4:30PM (EST). The telephone number is 1-800-488-3111, Option #3.

Written inquiries should be directed to:

General Services Administration
Schedules Information Center
1500 East Bannister Road
Building #4
Kansas City, MO 64131

Schedules e-Library

Your source for the latest GSA Schedules contract award information! Schedules e-Library contains basic ordering guidelines, complete schedule listings, and a powerful search engine which allows you to search by keyword text, schedule number, special item number (SIN),

supplier name and contract number. The Schedules e-Library is updated daily to provide you with the latest award information. Schedules e-Library will also link you directly to GSA **Advantage!**[®]. To access e-Library, please visit www.gsaelibrary.gsa.gov.



identifying opportunities

The National Furniture Center believes in working with our commercial partners. In an effort to maximize marketing efforts, we offer many opportunities for you to promote your products and services to customers.

1. QUALITY PARTNER-SHIP COUNCIL

Created in 1992, the Quality Partnership Council (QPC) is a working group comprised of three strategic partners: customers, commercial partners, and the National Furniture Center. The Council meets every quarter to conduct down to earth, round table discussions involving industry trends, issues affecting GSA contracts, and customer focused topics.

Throughout its existence the QPC has been responsible for the creation of many new initiatives such as:



- Development of the Packaged Furniture Program
- Creation of the Evergreen Award
- Establishing the Express Desk ordering system
- Establishing the Best Value procurement guidelines
- Initiating the Schedules consolidation
- Design of the "Art of Systems" handbook
- Facilitating communication between strategic partners

The QPC meetings are a great way to network and establish the increasingly important partnerships needed to ensure success. For the most up-to-date information regarding meeting locations and times, please visit our website at www.gsa.gov/furniture.

2. TRADESHOWS

GSA Products and Services Expo

Each year GSA hosts a products and services exposition. This is GSA's premiere customer outreach event that provides customers the opportunity to see the wealth of products and services available through the Multiple Award Schedule.

This event allows your company to showcase its products and services to Federal purchasing agents and procurement decision-makers throughout the United States, as well as, to attend training seminars to help you understand the ever-changing Federal procurement policies and regulations. Booth assignments are made on a first come-first serve basis and tend to sell out quickly. This is an opportunity that shouldn't be missed. If you are interested in joining the

mailing list, please contact Jennifer Marzouk at (703) 605-9243 or Andrea Azarcon at (703)605-9169

Outreach Europe

Every two years GSA hosts an overseas Exposition. Traditionally held in Heidelberg, Germany, this show is designed specifically for GSA's Federal customers in Europe, Africa, and the Middle East. With support from Departments of Defense and State, GSA and our commercial partners are making it easier to deliver high quality products and services to American men and women serving overseas.

Regional Shows

Occasionally the Furniture Center receives information regarding regional shows throughout various parts of the country. To disseminate this information in the fastest and most accurate way, we use e-mail. To receive these informational mailings, please provide your point of contacts' e-mail address to the NFC marketing department. These shows tend to be on a smaller scale, however they provide the suppliers with specific regional customer potential.

For more information on these shows or any other GSA-sponsored event, please contact Caroline Wenstrup at (703) 605-9283.

3. MARKETIPS

Another way to market your product or service to Federal and Military customers is to supply advertisements to the publication MarkeTips.

MarkeTips is a bi-monthly publication released by the Office of Marketing and Business Development. Advertisements are free for schedule contract holders but are held to specifications listed in the following pages. This opportunity is one of the best ways to create awareness for your company. MarkeTips is sent to over 75,000 subscribers worldwide.

MarkeTips Advertising Specifications and Guidelines

GSA Corporate Partners

Currently, advertising space in MarkeTips is free of charge. GSA reserves the right to placement of ads as well as any and all changes that are deemed necessary. Ads submitted that are not in compliance with the following will not be accepted for publication.

NOTE: Ads placed are not considered endorsements by GSA. GSA does not endorse any corporation or business. All ads submitted are subject to the guidelines/deadlines published below and the approval by the contract's appropriate GSA managing acquisition center. GSA reserves the right to cancel or delay publication production.

The National Furniture Center believes in working together to maximize marketing efforts.

Ads submitted must be in compliance with the following:

Ads must include the GSA ***Advantage!***® Starmark logo available on the web at www.gsa.gov/marketingpartnership.

The logos cannot be altered in any way. This includes cutting out of the existing white background or distorting the shape or color. The star-mark portion of the logo must be at least 1/2 inch or larger.

Black and white versions of the logo should be used only for black and white ads.

All advertisements for Schedule program contracts must include the submitter's contract number and schedule number for the product or service depicted in the ad.

If the ad is for a GSA stock item, the contract number is not necessary, but a National Stock Number (NSN) for each item must be included and the following statement must appear:

To order call GSA's Global Supply at 1-800-525-8027 or fax your order to 1-800-865-7057.



When using GSA ***Advantage!***® within text, it must always appear as it does here with GSA ***Advantage!***® in italicized bold type, an exclamation point, and the registered symbol. Ads using this text outside of these specifications will not be accepted for publication.

Ads submitted may not include endorsements from other agencies. Work completed for other agencies can be cited, but not as an endorsement from said agency.

Ads submitted are restricted to products and/or services for which the vendor has GSA contracts. If there are products or services offered by the vendor that are not under GSA contract, they cannot be included in the ad.

Pending contracts with GSA cannot be advertised. Items **MUST** be available through GSA before they can be advertised in *MarkeTips*.

Marketing Ad Technical Specifications

In an effort to ensure the accuracy and consistency of vendor ads, the technical specifications have been modified. Please read these specifications carefully and include all elements requested to avoid rejection of ads. A reference guide explaining some of these changes including a glossary of terms is available online at www.gsa.gov/marketingpartnership. Ads cannot be accepted via e-mail. A CD must be provided. Mac or PC CDs only. CD must be submitted in a CD envelope without jewel case. No Other Media Will Be Accepted. Vendor's name, address and technical point of contact should be included on the CD envelope. Two color printouts of the ad are required.

Images must be CMYK (four color process). Single colors will be converted to CMYK process equivalent. Vendors are free to use any Postscript or Adobe typeface. True Type fonts must be converted to paths or curves prior to saving in the eps format. All typeface files must be included with the ad submission.

A high resolution .eps file is the only file format that will be

accepted. No Other File Formats Will Be Accepted. Eps files created in any publishing program are acceptable (Freehand, Photoshop, Illustrator etc).

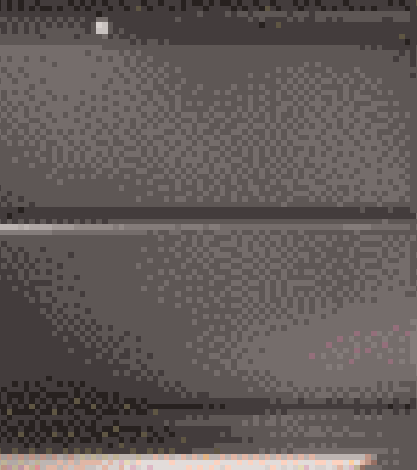
Eps files must be at least 300 dpi. All fonts and images must be included. Please convert type to curves or paths wherever possible. Images and logos must be high resolution (300 dpi or greater) or the ad will be rejected.

Submissions will be printed as is, or rejected as necessary, as no changes can be made to the file. Live Image Area, full page, 7.5" x 9.75". Bleeds will not be accepted. Ads must remain within the Live Image Area specified. Full Page Ads Only. No Other Sizes Will Be Accepted.

Send Materials to:
GSA National Furniture Center
Attn: Caroline Wenstrup
2200 Crystal Drive, 5th Floor,
Arlington, VA 22202

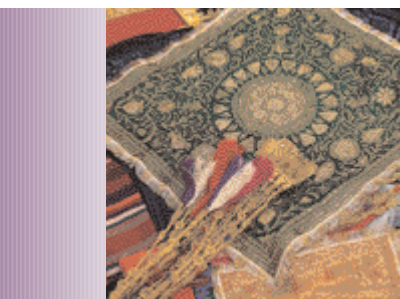
POC: Caroline Wenstrup
(703) 605-9283
caroline.wenstrup@gsa.gov

***These guidelines are subject to change. For the most recent specifications visit www.gsa.gov/marketingpartnership.**



4. PACKAGED FURNITURE PROGRAM SUPPLIERS

In an effort to facilitate partnerships and networking opportunities, we have supplied a list of current suppliers under our Packaged Furniture Program. These packages offer our customers the opportunity to purchase a complete room of furniture from a single contract supplier. In doing so, these contract holders create partnerships with specific product suppliers. For example, a packaged office supplier offering desks and chairs might team with a carpeting supplier and a lighting supplier to offer a complete or "Packaged" environment for customers.



Packaged Room

Developed in partnership with the military in response to the Defense Department's Quality of Life Initiative and Winner of the Hammer Award for Common Sense Solutions in Government, this program offers all products and services for: Dorms and Barracks, Lounges, Individual Sleeping Quarters, Lobbies, Recreation Rooms, etc.

Packaged Office

Formed from the success of the Packaged Room, the Packaged Office enables you to furnish, upgrade or remodel any office space. Offices include, but are not limited to: Training Rooms, Conference Rooms, Executive Offices and Classrooms.

Packaged Healthcare Room

After careful analysis, we have expanded our offerings to include the packaging of rooms for health-care facilities. Designed for the Veterans Administration and military hospitals, the packaged healthcare rooms include: Exam Rooms, Waiting Rooms, Long Term Care Rooms and Healthcare Offices.

5. INDEPENDENT ADVERTISING

The use of GSA logo does not eliminate the requirements that a contractor comply with the provisions of the General Services Administration Acquisition Regulation (GSAR) clause 552.203-70, Restrictions on Advertising. It is appropriate to use the logos in an advertisement directed to Federal Government contract users, provided that the advertisement does not state or imply that the product

or service is endorsed or preferred by the Government. To download the GSA starmark, please visit www.gsa.gov/marketingpartnership. For questions regarding the use of a logo, please call the Communications Division at 703-605-5657.

Following is a list of publications the National Furniture Center either advertises in or subscribes to. They offer great opportunities to focus your products and services on a particular market.



Military Times

The Military Times is a publication dedicated to providing readers with the most up-to-date news and information about military careers, lifestyles and military futures. The network offers weekly news for Army, Navy, Air Force and the Marines. For more information, please visit www.militarycity.com.

Stars and Stripes

As the hometown newspaper for service members, government civilians and their families in Europe, the Middle East, Africa and the Pacific, Stars and Stripes offers the same type of national and international news, sports and opinion columns found in newspapers in the United States.

The European and Pacific editions also strive to keep readers informed about issues in their host countries, local communities and commands. For more information, please visit www.stripes.com.

Government Executive

Government Executive is a monthly business magazine serving senior executives and managers in the Federal Government's departments and agencies. Their subscribers are high-ranking civilian and military officials who are responsible for defending the nation and carrying out the many roles government plays in our economy and society. For more information, please visit www.govexec.com.

Defense Communities

A publication of the Professional Housing Management Association, this magazine is geared to the housing professionals who create and promote quality military housing, lodging and lifestyles for men and women in the armed services. For more information, please visit www.phma.com

6. FEDERAL BUSINESS OPPORTUNITIES (FEDBIZOPPS)

FedBizOpps is a World Wide Web-based application for creating synopses, and permits uploading of solicitation files. FedBizOpps also provides vendors access to agency business opportunities and allows them to register to receive e-mail notification of opportunities in their areas of interest.

1. To access click on “find business opportunities” on the left side of the webpage.
2. Then click on “Vendor Notification Service” on the left side of the webpage.
3. Select “Registration to receive all notices from selected organizations and product service classifications.
4. Fill out the form requesting email address, procurement set aside type and then subscribe to mailing list.

By subscribing to this mailing list, you will receive regular emails on opportunities that fit your criteria.

Fedbizopps is also GSA's primary vehicle for disseminating written solicitations. GSA intends that this new system will substitute for, not

supplement, paper copies of solicitations. However, web-based transactions are not practical in some industries or in some geographic areas. If the customer agency believes that the distribution of paper copies is necessary to ensure adequate competition, then paper copies will be distributed. More information on this system can be found on www.fedbizopps.gov.

7. FORECAST OF GSA CONTRACTING OPPORTUNITIES

This annual on-line document lists GSA's expected contracts for the current or upcoming fiscal year, giving prospective contractors enough lead time to develop marketing strategies, compile the necessary information, and carefully prepare proposals. The Forecast is divided into several sections, following GSA's organizational lines. Within each section, contracting opportunities are listed by region and by type of goods or services required. This document is compiled and maintained by GSA's Office of Small Business Utilization. It is accessible online through www.gsa.gov/small-business. To open the document, click on Forecast of GSA Contracting Opportunities.

8. GSA SUBCONTRACT- ING DIRECTORY

This semi-annual publication lists large companies that have contracts with GSA for goods or services worth \$500,000 or more. Such contractors are required to have subcontracting plans that suggest the dollar value and the percentage of goods and services that may be supplied through subcontracts with small, small disadvantaged, women-owned small, and HUB-Zone small businesses. This publication is available free of charge from regional small business centers or via the internet at www.gsa.gov/smallbusiness. Companies are listed alphabetically by name within each region. Each listing includes the company's name, the products or services for which it subcontracts, its address, and the name and telephone number of the firm's small business liaison to whom you may market your product or service.



9. GOVERNMENTWIDE INFORMATION SYSTEMS DIVISION

The Governmentwide Information Systems Division compiles data on all Federal contracts. From this information, it produces an annual report and special reports in response to specific requests. The annual Federal Procurement Report contains (in "snapshot" form) statistics on procurements by GSA and more than 60 other Federal agencies. To be placed on the mailing list for a free copy of this report, write to the Governmentwide Information Systems Division (MVS), U.S. General Services Administration, 7th and D Streets, SW, Room 5652, Washington, DC 20407, or call 202-401-1529. Reports and information are also available on our website at <https://www.fpds.gov>. The division's special reports can be helpful in tracking the Federal demand for a specific type of product or service or the value and number of procurements by an individual agency or procurement office. A fee is charged for each special report.

additional resources

1. REGIONAL SMALL BUSINESS CENTERS (SBC)

Each Small Business center is staffed with specialists who can quickly tell you if GSA buys what you sell. SBC technical advisors will then help you locate the GSA offices that buy your products or services. They will brief you on other steps required in competing for GSA contracts and explain Federal contracting terminology and policy. At the SBC, you can review some abstracts of the bidding history of contract awards for your product and get forms and other documents you'll need. You can search FedBizOpps for announcements of upcoming contracts; view GSA's Electronic Posting System for agency business opportunities and register to receive e-mail notification of opportunities in your area of interest; and obtain copies of useful publications and other reference materials. Most importantly, the Small Business

Center will provide counseling and guidance on contracting procedures, including GSA's small business set-aside programs and the small, small disadvantaged, and women-owned small business, and subcontracting programs. (Locations attached in Appendix).

2. CUSTOMER SERVICE DIRECTORS (CSD)

The Customer Service Director (CSD) program is carried out by a worldwide network of supply and service specialists. Each zone has individuals who help customers in specific locations throughout the region. These individuals answer questions, provide seminars, resolve problems on products, services and programs. They are the primary point of contact for our customers. A list of CSD locations may be found on page 60.

3. CENTRALIZED MAILING LIST SERVICE (CMLS)

GSA publications are available free of charge to authorized users of GSA sources of supply and services. Copies may be obtained from:

U.S. General Services

Administration

Centralized Mailing List Service

P.O. Box 6477

Fort Worth, TX 76115

Phone: (817) 334-5215

Fax: (817) 334-5561

E-mail: cmls@gsa.gov

website: www.gsa.gov/cmls



regional customer service offices

Customer Service Offices

New England, Northeast & Caribbean Region

Phone: (212) 264-0305

Fax: (212) 264-9759

GSA/2FM

26 Federal Pl., Rm 20-100

New York, NY 10278

Phone: (617) 565-7300

Fax: (617) 565-7629

GSA/2FM-1

3rd Floor, Room 347

10 Causeway St.

Boston, MA 02222-1076



Mid-Atlantic and National Capital Region (NCR)

Phone: (215) 446-5040
Fax: (215) 446-5115

GSA/3FM
The Strawbridge's Building
20 N. 8th Street
Philadelphia, PA 19107-3191

Phone: (757) 441-3115
Fax: (757) 441-6496

GSA/3FM-C
Federal Bldg., Room 507
200 Granby Street
Norfolk, VA 23510

Phone: (301) 713-6000
Fax: (301) 713-9283

GSA/3FM-W
4700 Silver Hill Road
Federal Building #3
Room G-248
Suitland, MD 20746

Phone: (703) 557-2512
Fax: (703) 557-6731

GSA/3FM-W
6810 Loisdale Road
Springfield, VA 22150

Phone: International Direct Dial:
011+49-69-69-2208

GSA Customer Service Ofc
Europe, American Consulate
General,
Frankfurt, PSC 115;
Box1032
APO AE 09213-0115

Fax: 011+49-69-69-2876

South-East Sun Belt Region

Phone: (404) 331-0652
Fax: (404) 331-7563

GSA/4FM
401 W. Peachtree St., NW
Room 2600
Atlanta, GA 30308-2550

South-East Sun Belt Region (Continued)

Phone: (850) 934-4469

Fax: (850) 934-5780

GSA/FSS/4FM

1212 Jaguar Circle,
Gulf Breeze FL 32563

Phone: (913) 431-4849

Fax: (913) 431-7948

GSA/4FM

5207 Desert Storm Avenue,
Bldg 5207, Room 6
Ft. Campbell, KY 42223

Phone: (321) 867-2833

Fax: (321) 867-4114

GSA/4FM-5

Bldg. M6-880, TR3-022
Kennedy Space Ctr., FL 32899

Great Lakes Heartland, and Rocky Mountain Region

5

Phone: (312) 886-8870

Fax: (312) 353-7548

GSA/FSS/5FM

230 S. Dearborn St.,
Room 3486
Chicago, IL 60604

Phone: (763) 856-6725

Fax: (763) 856-6724

GSA/5FM

13229 3rd Ave So
Zimmerman, MN 55398

Phone: (269) 969-3985

Fax: (269) 969-4192

GSA/5FM

23935 East Avenue, N.
Battle Creek, MI 49017

Phone: (630) 369-3368

Fax: (630) 369-1728

GSA/5FM

2232 Haider Avenue
Naperville, IL 60564

Phone: (847) 360-1889

Fax: (847) 360-7468

GSA/5FM

573 Wilson Avenue
Park City, IL 60085

Phone: (330) 375-5548

Fax: (330) 375-5549

GSA/5FM

2848 Fair Oaks Drive
Norton, OH 44203

Great Lakes Heartland, and Rocky Mountain Region (Continued)

Phone: (618) 526-0074

Fax: (509) 561-7377

GSA/5FM

8022 Joseph Court

St Rose, IL 62230

Phone: (937) 431-9906

GSA/5FM

2153 Wedgewood

Beavercreek, OH 45431

Phone: (816) 926-5548

Fax: (816) 823-1235

GSA/FSS/6FM

Rm Bldg 6 2FL

1500 E. Bannister Rd.

Kansas City, MO 64131

Phone: (303) 236-7547

Fax: (303) 236-0686

GSA/7F-8

Bldg. 41, Room 253

Denver Federal Center

6th Ave & Kipling St.

Denver, CO 80225-0506

Phone: (719) 333-6390

GSA/7F-8

8110 Industrial Dr.

USAF Academy, CO 80840

Phone: (801) 624-5995

GSA/FSS/7FM-O

324 25th Street.

Room 6104

Ogden, UT 84401

Greater Southwest Region

7 Phone: (817) 978-2892
Fax: (817) 978-2540

GSA/7FM
819 Taylor St., Rm 13A05
Ft. Worth, TX 76102

Phone: (405) 231-5563
Fax: (405) 231-4845

GSA/7FM
215 Dean A. McGee Avenue
Room 603
Oklahoma City, OK 73102

Phone: (210) 767-1414
Fax: (210) 347-3708

GSA/7FM-S
5835 Callaghan Road,
Suite 510
San Antonio, TX 78228

Pacific Rim NorthRegion

9

Phone: (415) 522-2803
Fax: (415) 522-2812

GSA/9FM
4th Floor West, Room 6610
450 Golden Gate Avenue
San Francisco, CA 94102

Phone: (323) 526-7500
Fax: (323) 526-7505

GSA/9FM-L
Building 5E
5600 Rickenbacker Rd.
Bell, CA 90201

Phone: (619) 235-4706
Fax: (619) 557-6815

GSA/9FM-SD
750 B Street, Suite 1710
San Diego, CA 92101

Phone: (602) 379-6619
Fax: (602) 379-6669

GSA/9FM-P
c/o FMC
102 S. 30th St.
Phoenix, AZ 85034

Phone: (808) 541-1776
Fax: (808) 541-3406
DSN 438-4960
Fax: DSN 438-4502

GSA/9FM-H
Prince Kuhio Federal Bldg.,
Room 8117
300 Ala Moana Blvd.
Box 50107
Honolulu, HI 96850

Phone: (253) 931-7496
Fax: (253) 931-7389

GSA/10FM
400 15th St. SW
Auburn, WA 98001-6599

Phone: (907) 271-3970
Fax: (907) 271-3971

GSA/10FM-M-A
701 West Second Ave
Anchorage, AK 99501

Phone: (541) 465-6361
Fax: (541) 465-6624

GSA/10FM-M-O
1474 Adelman Loop
Eugene, OR 97402

Yokota AB, Japan – Overseas Activity

Phone: International Direct Dial:	GSA Customer Service
011-81-311-755-9252	Office - Japan
DSN 225-9252	Unit 5234, Yokota AB
Fax: 011-81-311-755-2970	APO AP 96328-5234
DSN 225-6515	

Korea – Overseas Activity

Phone: International Direct Dial:	GSA Customer Service
011-82-31-661-6515	Osan AB, Korea
	GSA Director of Sales
DSN 784-6515	PSC 3, Box 7845
Fax: 011-82-53-661-1070	APO AP 96266-0074
DSN 784-1070	

Okinawa – Overseas Activity

Phone: International Direct Dial:	GSA, Customer Service
011-81-611-734-3641	Unit 5257, Kadena AFB
DSN 634-3641	APO AP 96368-5257
Fax: 011-81-661-734-1293	
DSN 643-1293	



appendix

HOWTO CONTACT A REGIONAL SMALL BUSINESS CENTER

In 12 key locations nationwide, GSA has Regional SBCs that can help you tap the multibillion-dollar GSA “market” for products and services. Their address, telephone numbers and Websites are listed below.

Zone A

*New England, Northeast and
Caribbean Region (1AB)*

*Connecticut, Maine,
Massachusetts, New Hampshire,
Rhode Island, New Jersey, New
York, Puerto Rico, U.S. Virgin
Islands, Vermont,*

General Services Administration
Thomas P. O’Neill, Jr.

Federal Building
10 Causeway Street, Room 900
Boston, MA 02222
Phone: (617) 565-8100
Fax: (617) 565-8101

General Services Administration
Program Support Division
Business Services
26 Federal Plaza, Room 18-130
New York, NY 10278
Phone: (212) 264-1234
Fax: (212) 264-2760

Zone B

*Mid-Atlantic and National Capital
Region (3ADS)*

*Delaware, Maryland and Virginia,
New Jersey (Princeton down),
Pennsylvania, West Virginia, District
of Columbia and the Washington,
D.C. Metropolitan area in Maryland
– Montgomery and Prince George’s
Counties, in Virginia– Arlington, Fairfax,
Loudon and Prince William
Counties and the cities of Alexandria,
Fairfax and Falls Church*

General Services Administration
Regional Office of Small Business
Utilization

The Strawbridge’s Building
20 North 8th Street
9th Floor
Philadelphia, PA 19107
Phone: (215) 446-4928
Fax: (215) 446-5133

General Services Administration
Program Support Division
7th and D Streets, S.W., Room 1050
Washington, DC 20407
Phone: (202) 708-5804
Fax: (202) 205-2872

Zone C

Southeast Sunbelt Region (4E)

*Alabama, Florida, Georgia, Kentucky,
Mississippi, North Carolina, South
Carolina, Tennessee*

General Services Administration
Office of Small Business Utilization
77 Forsyth Street, 6th Floor
Atlanta, GA 30365
Phone: (404) 331-5103
Fax: (404) 331-1721

Zone D

Great Lakes, Heartland and Rocky Mountain Region (5ADC)

*Colorado, Kansas, Illinois, Iowa,
Indiana, Michigan, Minnesota, Mis-
souri, Montana, Nebraska, North
Dakota, Ohio, South Dakota, Utah,
Wisconsin, Wyoming*

General Services Administration
Office of Business and
Congressional Services
Small Business Utilization Center
230 S. Dearborn St.,
Room 3718, stop: 37-5
Chicago, IL 60604
Phone: (312) 353-5383
Fax: (312) 886-9893

General Services Administration
Office of Business and Support
Services
1500 East Bannister Road,
Room 1160
Kansas City, MO 64131-3088
Phone: (816) 926-7203
Fax: (816) 823-1167

General Services Administration
Small Business Utilization Center
Federal Center #41, Room 210
P.O. Box 25006
Denver, CO 80225
Phone: (303) 236-7409
Fax: (303) 236-7403

Zone E

Greater Southwest Region (7ADB)

*Arkansas, Louisiana, New Mexico,
Oklahoma, Texas*

General Services Administration
Office of Small Business Utilization
819 Taylor St., Room 1E13A
Fort Worth, TX 76102
Phone: (817) 978-0800
Fax: (817) 978-0440

Zone F

*Pacific Rim/Northwest Arctic
Region (9ADB)*

*Alaska, Arizona, California, Hawaii,
Idaho, Nevada, Oregon, Washington*

General Services Administration
Office of Small Business Utilization
450 Golden Gate Ave.
Room 5-6535
San Francisco, CA 94102-3400
Phone: (415) 522-2700
Fax: (415) 522-2705

General Services Administration
300 N. Los Angeles St., Room 3108
Los Angeles, CA 90012
Phone: (213) 894-3210
Fax: (213) 894-7658
www.gsa.gov/regions/r9/default.htm

Office of Small Business Utilization
400 15th St., S.W.
Auburn, WA 98001
Phone: (253) 931-7956
Fax: (253) 804-4887



U.S. General Services Administration
National Furniture Center

MULTIPLE AWARD SCHEDULE BEST VALUE DETERMINATION GUIDELINES FOR SUPPLIES/PRODUCTS AND SERVICES NOT REQUIRING A STATEMENT OF WORK

(Schedule Purchases are subject to FAR 8.4)

In accordance with FAR 8.405-1, you must make a best value determination (BVD) before placing Multiple Award Schedule orders above the micro-purchase threshold (currently \$2,500).

- For orders over \$2,500, but under the Maximum Order Threshold (MO), review GSA Advantage! or at least 3 contract price lists (FAR 8.405-1(c)).
- For orders over the MO, review additional price lists/GSA Advantage!, and seek additional price reductions from the schedule contractor(s) considered to offer the best value (FAR 8.405-1(d)).
- Orders over \$100,000 will require preparation of a written acquisition plan which will require additional information and time before issuance of the order (FAR 8.404(c)(1)).

REQUISITION NUMBER(S) and/or MIPR number: _____

NSN(s) or brief description: _____

NAME and CONTRACT NUMBER of contractor who offers the BEST
VALUE: _____

List the 3 or more contractors' names, contract numbers and business size for the contracts you reviewed. **Provide copies of all price quotations, GSA Advantage! printouts or contract price lists reviewed.**

1. _____
2. _____
3. _____

Yes No

☐ ☐

Is the requirement in excess of the Maximum Order Threshold? If "Yes", list the contractors' names, contract numbers and business size below for the additional contracts you reviewed:

When you sought additional price reductions, were they received? Yes ☐ No ☐

Is installation, site preparation, design or ancillary services included in this project? If "Yes", be sure that the installation, site preparation, design or ancillary services are included as separate line items in each quote.

Yes No

☐ ☐

Are you selecting the lowest priced item? If "No", indicate in addition to price, the other factors considered in your BVD:

- | | |
|--|---|
| <input type="checkbox"/> Special features | <input type="checkbox"/> Trade-in considerations |
| <input type="checkbox"/> Past performance/experience | <input type="checkbox"/> Maintenance availability |
| <input type="checkbox"/> Comfort/suitability of item | <input type="checkbox"/> Delivery time |
| <input type="checkbox"/> Technical qualifications | <input type="checkbox"/> Warranty considerations |
| <input type="checkbox"/> Probable life of item selected compared with that of a comparable item | |
| <input type="checkbox"/> Environmental considerations - e.g. recycled content, naturally renewable ingredients, bio-based content, energy efficiency, etc. (See Executive Order 13101) | |
| <input type="checkbox"/> Other (specify): _____ | |

A narrative justification for each box checked above for other than low price selection must be attached. Describe the evaluation factor, how the awardee's offer met or exceeded the standard for each factor, and why the higher priced quote represents the best value to the Government.

Yes No

☐☐

Is this requirement anticipated to be a sole source procurement? If so, attach a fully supported sole source justification in accordance with FAR 8.405-6.

If this purchase is for a specific project, cite project code and project begin and end dates: _____

This purchase is made in accordance with 40 U.S.C. 501.

SUBMITTING OFFICIAL

In accordance with FAR 8.404(b), all agency specific regulations and statutes applicable to this purchase are attached.

I have reviewed the findings and documentation attached and I have affirmatively determined them to be complete and accurate.

Signature: _____ Title: _____

Date: _____ Phone: _____

Email: _____

FSS CONTRACTING OFFICER

I have reviewed the agency findings and documentation supplied and I have affirmatively determined them to be in the best interest and of the best value to the Government.

Signature: _____

Title: _____ Date: _____



MULTIPLE AWARD SCHEDULE BEST VALUE DETERMINATION GUIDELINES FOR SERVICES REQUIRING A STATEMENT OF WORK

(Schedule Purchases are subject to FAR 8.4)

In accordance with FAR 8.4, you must make a best value determination (BVD) before placing Multiple Award Schedule orders above the micro-purchase threshold (currently \$2,500) for services requiring a statement of work.

- For orders over \$2,500: 1) Prepare Statement of Work (SOW); 2) issue RFQ (including SOW and evaluation criteria) to at least 3 schedule contractors; and 3) request firm fixed prices to perform services. (FAR 8.405-2(c)(2)).
- For orders over the MO; provide the RFQ to additional contractors; seek price reductions. (FAR 8.405-2(c)(3)).
- Orders over \$100,000 will require preparation of a written acquisition plan which will require additional information and time before issuance of the order. (FAR 8.404(c)(1)).

REQUISITION NUMBER(S) and/or MIPR number: _____

ATTACH Statement of Work and Evaluation Criteria

Note: In developing evaluation criteria, consider the following and attach a written justification supporting your best value determination and award.

- | | |
|--------------------------------|------------------------------------|
| 1. Specialized requirements | 5. Technical qualifications |
| 2. Delivery schedule | 6. Qualifications of key personnel |
| 3. Plan of accomplishments | 7. Other (specify) |
| 4. Past performance/experience | |

NAME and CONTRACT NUMBER of Vendor who offers the BEST VALUE:

List the 3 or more contractors' names, contract numbers and business size for the contractors to whom you sent the RFQ. **Provide copies of all price quotations.**

1. _____
2. _____
3. _____

Yes No

☐ ☐ Is the requirement in excess of the Maximum Order? If "Yes", list the contractors' names, contract numbers and business size for the additional contracts you reviewed:

1. _____
2. _____

☐ ☐ When you sought additional price reductions, were they received?

☐ ☐ Is this requirement anticipated to be a sole source procurement? If so, attach a fully supported sole source justification in accordance with FAR 8.405-6.

If this purchase is for a specific project, cite project code and project begin and end dates: _____

This purchase is made in accordance with 40 U.S.C. 501,

SUBMITTING OFFICIAL

In accordance with FAR 8.404(b), all agency specific regulations and statutes applicable to this purchase are attached.

I have reviewed the findings and documentation attached and I have affirmatively determined them to be complete and accurate.

Signature: _____ Title: _____

Date: _____ Phone: _____ Email: _____

FSS CONTRACTING OFFICER

I have reviewed the agency findings and documentation supplied and I have affirmatively determined them to be in the best interest and of the best value to the Government.

Signature:_____

Title:_____ Date:_____

When ordering through the National Furniture Center, please include this checksheet with your order. Please ensure that all information is complete. Fax orders to 703-605-9444, or call 703-605-9200 for more information.

Signature:_____ Date: _____

8.001 Priorities for use of Government supply sources.

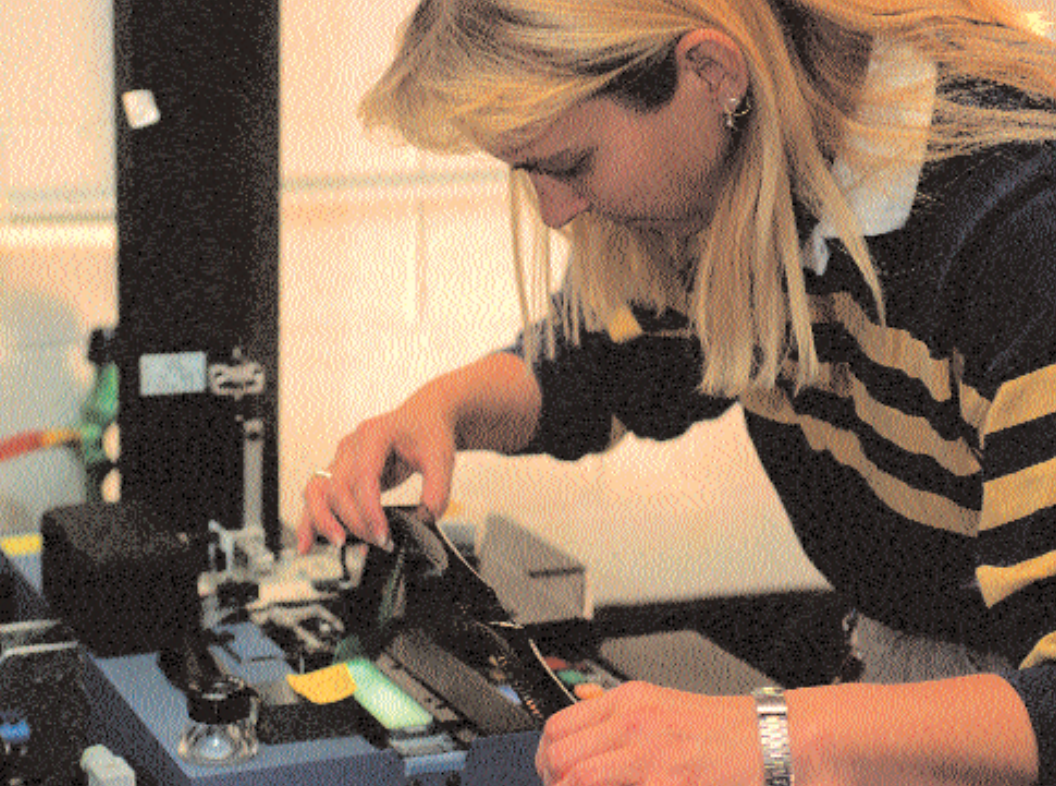
(1) Except as required by 8.002, or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority—

(A) Supplies.

- (i) Agency inventories;
- (ii) Excess from other agencies (see Subpart 8.1);
- (iii) Federal Prison Industries, Inc. (see Subpart 8.6);
- (iv) Products available from the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7);
- (v) Wholesale supply sources, such as stock programs of the General Services Administration (GSA) (see 41 CFR 101-26.3), the Defense Logistics Agency (see 41 CFR 101-26.6), the Department of Veterans Affairs (see 41 CFR 101-26.704), and military inventory control points;
- (vi) Mandatory Multiple Award Schedules (see Subpart 8.4);
- (vii) Optional use Multiple Award Schedules (see Subpart 8.4); and
- (viii) Commercial sources (including educational and nonprofit institutions).

(B) Services.

- (i) Services available from the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7);
 - (ii) Mandatory Multiple Award Schedules (see Subpart 8.4);
 - (iii) Optional use Multiple Award Schedules (see Subpart 8.4); and
 - (iv) Federal Prison Industries, Inc. (see Subpart 8.6), or commercial sources (including educational and nonprofit institutions).
- (2) Sources other than those listed in paragraph (1) of this section may be used as prescribed in 41CFR 101-26.301 and in an unusual and compelling urgency as prescribed in 6.302-2 and in 41 CFR 101-25.101-5.
- (3) The statutory obligation for Government agencies to satisfy their requirements for supplies available from the Committee for Purchase From People Who Are Blind or Severely Disabled also applies when contractors purchase the supplies or services for Government use.



Note: Department of Defense procedural requirements when purchasing Federal Prison Industry products changed with passage of FY 2002 and 2003 DoD Appropriations Acts. Section 811 of the 2002 Act, as amended by Section 819 of the 2003 Act, follows in part: (For the full language of Sections 811 and 819, go to <http://www.wifcon.com/dod811.htm> and <http://www.wifcon.com/hasc819.htm>)

SEC. 811. APPLICABILITY OF COMPETITION REQUIREMENTS TO PURCHASES FROM A REQUIRED SOURCE.

Conditions for Competition — (1) Chapter 141 of title 10, United States Code, is amended by adding at the end the following: ``Sec. 2410n. Products of Federal Prison Industries: procedural requirements

(1) MARKET RESEARCH — Before purchasing a product listed in the latest edition of the Federal Prison Industries catalog under section 4124(d) of title 18, the Secretary of Defense shall conduct market research to determine whether the Federal Prison Industries product is comparable to products available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery

(2) **COMPETITION REQUIREMENT** — If the Secretary determines that a Federal Prison Industries product is not comparable in price, quality, or time of delivery to products available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery, the Secretary shall use competitive procedures for the procurement of the product or shall make an individual purchase under a multiple award contract. In conducting such a competition or making such a purchase, the Secretary shall consider a timely offer from Federal Prison Industries and shall select the best valued product.

(3) **IMPLEMENTATION BY SECRETARY OF DEFENSE** — The Secretary of Defense shall ensure that — (1) the Department of Defense does not purchase a Federal Prison Industries product or service unless a contracting officer of the Department determines that the product or service is comparable to products or services available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery; and (2) Federal Prison Industries performs its contractual obligations to the same extent as any other contractor for the Department of Defense.

(4) **MARKET RESEARCH DETERMINATION NOT SUBJECT TO REVIEW** — A determination by a contracting officer regarding whether a product or service offered by Federal Prison Industries is comparable to products or services available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery shall not be subject to review pursuant to section 4124(b) of title 18.

notes





Smarter Solutions



www.gsa.gov
March 2006
5-6-00174